

Department of the Army
Headquarters, Fort Monroe
Fort Monroe, Virginia 23651-6000

*FM Regulation 600-1

1 November 1996

Personnel--General
FORT MONROE NONCOMMISSIONED OFFICER (NCO)
AND SOLDIER OF THE QUARTER AND YEAR

Summary. This regulation establishes policies and procedures for selection of unit NCO and Soldier of the Quarter and Fort Monroe NCO and Soldier of the Quarter and Year.

Applicability. This regulation applies to all Fort Monroe NCOs and enlisted personnel.

Suggested improvements. The proponent of this regulation is the Command Sergeant Major (CSM). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: ATZG-CSM, Fort Monroe, VA 23651-6000. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

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1. Purpose. This regulation establishes policies and procedures for selection of unit NCO and Soldier of the Quarter and Fort Monroe NCO and Soldier of the Year. Objectives are to--

a. Recognize NCOs and soldiers who have demonstrated outstanding leadership and made significant contributions to mission accomplishment.

b. Enhance the "esprit de corps" and spirit of competition among our enlisted soldiers.

*This regulation supersedes FM Reg 672-1, 1 May 1990.

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c. Integrate Fort Monroe soldiers into the selection process for the U.S. Army Training and Doctrine Command (TRADOC) NCO/Soldier of the Year Program.

2. References.

a. Related publications are--

- (1) AR 600-8-10 (Leave and Passes).
- (2) AR 600-8-22 (Military Awards).
- (3) AR 600-9 (The Army Weight Control Program).
- (4) AR 600-200 (Enlisted Personnel Management System).
- (5) FM 22-102 (Soldier Team Development).
- (6) FM 25-100 (Training the Force).
- (7) FM 25-101 (Battle Focused Training).

b. Referenced forms are--

- (1) DA Form 2A (Personal Qualification Record - Part I).
- (2) DA Form 2-1 (Personal Qualification Record - Part II).

3. Explanation of abbreviations. Abbreviations used in this regulation are explained in the glossary.

4. Responsibilities.

a. CSM will--

- (1) Provide oversight for this program.
- (2) Act as President of the Fort Monroe NCO and Soldier of the Quarter and Year Boards.
- (3) Establish standard prerequisites to be used by all boards in their selection process.
- (4) Appoint board members (sergeant first class (SFC) and above) for the Fort Monroe NCO and Soldier of the Quarter and Year Boards and prescribe their topic areas.

b. First sergeant, Headquarters and Headquarters Company (HHC), Military Police Activity (MPA), The U.S. Continental Army Band (TUSCAB), and the senior enlisted member of any other participating units or elements will--

(1) Establish local selection boards in compliance with this regulation.

(2) Establish a monthly board to select a quarter candidate to participate in the Fort Monroe NCO and Soldier of the Quarter competition.

(3) If in the opinion of the unit selection board, no one is qualified, report this fact in writing to the CSM.

c. Plans and Training Division, Directorate of the Provost Marshal and Support Operations, will coordinate the recognition ceremony for the Fort Monroe NCO and Soldier of the Quarter and Year winners.

d. Post Public Affairs Office (PAO) will ensure publicity and recognition is given throughout the media; i.e., local post and community newspaper, radio, television, and Hometown News Release.

5. Administrative. The Fort Monroe NCO and Soldier of the Quarter and Year will be appropriately awarded during a ceremony.

FOR THE COMMANDER:


JANICE C. KELLIHER
Administrative Officer

DISTRIBUTION:
HQ Fort Monroe: A
HQ TRADOC: H1; H2

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Appendix A
Prerequisite Standards

A-1. Rank.

a. Unit Soldier of the Quarter and Year. Competitors will be in the ranks of private through specialist promotable, but will not be eligible to be selected as Soldier of the Year (SOY) if they are promoted to sergeant or appointed to corporal prior to acceptance of the SOY awards.

b. Unit NCO of the Quarter and Year. Competitors will be in the ranks of corporal through staff sergeant promotable, but will not be eligible to be selected as NCO of the Year if they are promoted to SFC.

A-2. Competition. Soldiers will only compete for one quarter board per year.

A-3. Retainability. All competitors will have 1 year retainability.

A-4. Physical fitness. Unit NCO/Soldier of the Quarter and Year. All competitors must have passed all record Army Physical Fitness Tests (APFT) and be in compliance with AR 600-9 for height/weight or body fat composition during the 12 months prior to board appearance.

A-5. Weapons qualification. Soldiers must have qualified with weapon within the last year.

A-6. Adverse actions.

a. Any action(s) that reflect derogatorily on the individual's values, responsibilities, or the Army ethic (loyalty, duty, selfless service, and integrity) will preclude a candidate from competing for a minimum of 1 year or will be cause for elimination from competition.

b. Submit any requests for waivers or appeals through the chain of command to the CSM for approval/disapproval.

Appendix B
NCO and Soldier of the Quarter/Year Boards

B-1. Standards.

a. The local boards will be presided by and at the call of the First Sergeant HHC, MPA and TUSCAB; and the senior enlisted of any other participating unit or element.

b. The boards will consist of the president, four voting members, and a recorder without vote.

(1) President of the board will preside over the board's operation.

(2) Voting members will be senior NCOs in the rank of SFC and above.

(3) The board will be comprised of at least one voting member of the same sex as those being considered.

(4) Members of minority ethnic groups will be appointed as voting members on each board.

B-2. Board.

a. Nominees will appear in class "A" uniform with all authorized awards and decorations. Board members and first-line leaders will also be in class "A" uniform.

b. Candidates appearing before these boards will be familiar with the topics listed in figure B-1.

c. Candidates appearing before these boards will be evaluated using FM Form 2-R (Soldier/NCO of the Quarter/Year Appraisal Work Sheet). This form is located at the back of this regulation. It may be locally reproduced.

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1. PERSONAL ATTRIBUTES:

- a. Uniform and appearance.
- b. Oral communication and military bearing.
- c. Military bearing.

2. LEADERSHIP:

- a. Daily routine (supervision).
- b. Leadership situations.
- c. Counseling.
- d. NCO Evaluation Report (NCOER).
- e. Military customs and courtesies.
- f. Guard duty.

3. TRAINING AND MAINTAINING:

- a. FM 25-100.
- b. FM 25-101.
- c. NCO guide.
- d. First aid/field sanitation.
- e. FM 22-102.
- f. Survival techniques.

4. GENERAL SUBJECTS:

- a. Drill and ceremony.
- b. Nuclear, biological, chemical (NBC).
- c. Uniform Code of Military Justice (UCMJ).
- d. Current events and world affairs.
- e. Code of conduct/Geneva Convention.
- f. Weight control.

5. CARING AND CONCERN:

- a. After duty hours involvement.
- b. Sponsorship (in and out).
- c. Equal opportunity.
- d. Quality of life agencies (ACS, AER, ADAPCP).
- e. Safety program.

6. HANDS ON PERFORMANCE:

- a. Land navigation
- b. Map reading.
- c. Clear M-16 and function check.

Figure B-1. Topic Areas for Soldier and NCO of the Quarter/Year Boards

Appendix C
Nomination Procedures

C-1. Each unit will nominate at least one eligible NCO and one soldier to compete for the Fort Monroe NCO and Soldier of the Quarter and Year.

C-2. Forward nominations to the CSM no later than 3 weeks prior to the board. No exceptions. Prepare candidate's packet in five copies.

C-3. Nominations will include (see figs C-1 & C-2)--

- (1) Name and grade.
- (2) Unit of assignment and duty position.
- (3) Brief summary of education and experience.
- (4) Biographical sketch.
- (5) Copy of DA Forms 2A and 2-1.
- (6) Scores for APFT and weapons qualification.

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Office Symbol (MARKS number)

Date

MEMORANDUM FOR Commander, Fort Monroe, ATTN: ATZG-CSM, Fort
Monroe, Virginia 23651

SUBJECT: Nomination for (NCO of the Quarter or Year) (Soldier
of the Quarter or Year)

1. The following soldier is nominated for the (NCO of the
Quarter or Year) (Soldier of the Quarter or Year) and has met
the selection prerequisites at this time.

2. The following information is submitted in support of the
nomination:

a. Name, rank, SSN, and MOS:

b. Unit:

c. Number of months in present job:

d. Duty assignment:

e. Time in service:

DOR:

g. DEROS and ETS:

h. Height/weight:

Date:

i. APFT:

Date:

3. POC:

2 Encls

1. Bio sketch

2. DA Forms 2A & 2-1

I.M. INCHARGE

1SG, USA

TUSCAB

C-1. Sample Nomination

JOHN DOE
123-45-6789
UNIT

PLACE AND DATE OF BIRTH: Mississippi, 8 May 73

CIVILIAN EDUCATION: High school graduate
20 hours of college

MILITARY EDUCATION: Basic and AIT
BNCOC
Air Assault

ASSIGNMENTS: 5 Jan 90: Ft Jackson, OSUT Training
20 Jun 90: Ft Belvoir, Admin Clerk
29 Nov 91: HHC, 6th ASG, Admin Clerk

AWARDS AND DECORATIONS: National Defense Ribbon
Army Service Ribbon
AAM, 1st OLC
ARCOM

SPOUSE'S NAME: Jane Doe

ACHIEVEMENTS: Honor graduate from basic/AIT training. Received
laudatory comments during an IG inspection.

SHORT TERM GOALS: Complete work for my Associate Degree, earn
membership in SGT Morales Club.

LONG TERM GOALS: Qualify and become selected for promotions;
upon rotation from Germany be a drill sergeant; stay in the Army
for at least 20 years.

Figure C-2. Sample Biographical Sketch

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Glossary

AAM	Army Achievement Medal
ACS	Army Community Service
ADAPCP	Alcohol and Drug Abuse Prevention and Control Program
AER	Army Emergency Relief
AIEP	Army Ideas for Excellence Program
AIT	advanced individual training
APFT	Army Physical Fitness Test
AR	Army regulation
ARCOM	Army Commendation Medal
BNCOC	Basic Noncommissioned Officer Course
CSM	Command Sergeant Major
DA	Department of the Army
DEROS	date eligible for return from overseas
ETS	expiration term of service
FM	field manual
FM	Fort Monroe
HHC	Headquarters and Headquarters Company
IG	inspector general
MARKS	Modern Army Recordkeeping System
MOS	military occupational specialty
MPA	Military Police Activity
NBC	nuclear, biological, chemical
NCO	noncommissioned officer
NCOER	Noncommissioned Officer Evaluation Report
OLC	Oak Leaf Cluster
OSUT	one station unit training
PAO	Public Affairs Office
POC	point of contact
SFC	sergeant first class
SGT	sergeant
SOY	Soldier of the Year
SSN	social security number
TRADOC	United States Army Training and Doctrine Command
UCMJ	Uniform Code of Military Justice
U.S.	United States

NCO OF THE QUARTER AND YEAR APPRAISAL WORK SHEET
(FM Reg 600-1)

NAME _____ RANK _____ PMOS _____
(last, first, middle initial)

UNIT _____

DUTY POSN _____ MONTHS IN POSITION _____

NUMBER OF SOLDIERS SUPERVISED _____

BASD _____ DOR _____ ETS _____ DEROS _____

PROMOTION POINTS OR SEQUENCE NUMBER _____

CIV EDUCATION _____ MILITARY EDUCATION _____

AREAS OF EVALUATION	POOR (0-3)	GOOD (4-7)	EXCELLENT (8-10)
PERSONAL ATTRIBUTES			
Uniform & appearance	_____	_____	_____
Oral communication	_____	_____	_____
Military bearing	_____	_____	_____
		Total	_____
LEADERSHIP			
Daily routine (supervision)	_____	_____	_____
Leadership situations	_____	_____	_____
Counseling	_____	_____	_____
NCOER	_____	_____	_____
Military customs and courtesies	_____	_____	_____
Guard duty	_____	_____	_____
		Total	_____
TRAINING & MAINTAINING			
FM 25-100	_____	_____	_____
FM 25-101	_____	_____	_____
NCO guide	_____	_____	_____
First aid/field sanitation	_____	_____	_____
FM 22-102	_____	_____	_____
Survival techniques	_____	_____	_____
		Total	_____

NCO OF THE QUARTER AND YEAR APPRAISAL WORK SHEET (CONT)

AREAS OF EVALUATION	POOR (0-3)	GOOD (4-7)	EXCELLENT (8-10)
GENERAL SUBJECTS			
Drill & ceremony	_____	_____	_____
NBC	_____	_____	_____
UCMJ	_____	_____	_____
Current events & world affairs	_____	_____	_____
Code of conduct/Geneva Convention	_____	_____	_____
Weight control	_____	_____	_____
		Total	_____
CARING & CONCERN			
After duty hours involvement	_____	_____	_____
Sponsorship (in & out)	_____	_____	_____
Equal opportunity	_____	_____	_____
Quality of life agencies	_____	_____	_____
Safety program	_____	_____	_____
		Total	_____
HANDS ON PERFORMANCE			
Clear M-16 and function check	_____	_____	_____
Land navigation	_____	_____	_____
Map reading	_____	_____	_____
		Total	_____

TOTAL POINTS: _____

REMARKS: _____

SIGNATURE _____ DATE _____

PRINT NAME OF BOARD MEMBER _____

RANK _____ UNIT _____

Note: Board members will score in all areas.

FM Form 2-R (1 Nov 96)
 (Back)